2412-1013

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2430

TO : **Regional Directors**
Schools Division Superintendents
Field Planning Officers
Public Elementary and Secondary School Heads
School-Based Administrative Officers
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **ISSUANCE AND ADOPTION OF THE REVISED ELECTRONIC SCHOOL FORM 7 (ESF7) TOOL STARTING SCHOOL YEAR 2024-2025**

DATE : 04 December 2024

Pursuant to DepEd Order No. 4, s. 2014 *"Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014"* and DepEd Memorandum No. 052, s. 2023 *"Adoption of the DepEd Electronic School Form 7 (eSF7),"* the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD), through the Bureau of Human Resource and Organizational Department – School Effectiveness Division (BHROD-SED), issues the **Revised eSF7 Tool** for adoption starting SY 2024-2025.

The revised eSF7 tool aims to continuously streamline the processes involved in accomplishing school-level reports and simplify procedures geared toward a data-driven approach to school-based workforce management.

Specific to teaching personnel, the eSF7 tool is guided by the DepEd policy on the operationalization of the national curriculum. The recent developments in the implementation of the curriculum, specifically the flexibility in time allotments for learning areas, necessitated a thorough and careful finalization of the revised eSF7 tool.

In line with DM-OUHROD-2024-1436 *"General Process Flow for ESF7 Data Gathering and Report Generation"* dated 29 July 2024, please see **Annex A** for the ***Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-***

2025 which is provided in support of the modified timeline from eSF7 accomplishment and submission to data analysis. To access the eSF7 Package including the revised tool, please visit the link **https://bit.ly/eSF7**.

All concerned personnel are directed to read the eSF7 User Manual carefully before navigating and/or completing the school form.

To effectively and efficiently manage possible queries and clarifications, the BHROD-School Effectiveness Division (SED) encourages Division-level consolidation of questions before coursing them through the official MS Teams platform with the link **https://bit.ly/eSF7-PlanningOfficersGC**. In case SDO Planning Officers are not yet group members, they may submit a request to join, subject to approval by the Group Administrator.

For immediate dissemination and compliance.

Copy furnished:
OFFICE OF THE SECRETARY

December 12, 2024

DIVISION OFFICE
VIGAN CITY
13 DEC 2024
RELEASED

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD/CID)
Public Elementary and Secondary School Heads
School-Based Administrative Officers
All Others Concerned

Please read the eSF7 User Manual thoroughly before navigating and/or completing the Revised tool. Both the manual and the tool can be accessed through this link: https://bit.ly/eSF7.

Submit the accomplished and verified eSF7 to the **SDO Records Unit** on or before **January 10, 2024,** in the following formats:
a) Excel File - https://tinyurl.com/eSF7-2024-2025
b) Signed PDF (2 copies: one each for SGOD & CID)

Additionally, ensure the **eSF7 database** is submitted to **BHROD-SED** via this link: bit.ly/eSF7-Submit on or before **January 17, 2024**.

For information, guidance, and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

Annex A: *Adjusted Process Flow for eSF7 Data Gathering and Report Generation for SY 2024-2025*

In light of recent developments on mechanisms affecting the implementation of the eSF7, the **General Process Flow** provided below has been adjusted accordingly.

Accomplishment and Submission of eSF7	Consolidation of eSF7 Data	Analysis of eSF7 Data
SCHOOL	**CO BHROD-SED**	**CO BHROD-SED**
December 9, 2024 – January 17, 2025	*January 20 – February 28, 2025*	*March 3 – 31, 2025*
Accomplishes the eSF7 Submits a copy to the SDO with verified class program and personal information	Receives eSF7 database from schools Consolidates and cleans eSF7 data	Analyzes eSF7 data Reports the results of the analysis
Before submission, school personnel shall verify the accuracy of their: • Personal information • Workload	**Monitoring of Submissions by the Regional Offices and Schools Division Offices**	
Submit the eSF7 database to the BHROD-SED	• ROs monitor the complete submission of all SDOs • SDOs monitor the complete submission of all schools	

1. ACCOMPLISHMENT AND SUBMISSION OF THE eSF7 (SCHOOL LEVEL)

School Head	School Head with assistance from NTP	All School Personnel	School Head
Before the start of the school year	*December 9, 2024 – January 17, 2025*		*On or before January 17, 2025*
a. Prepares the school program* for the new school year	**a.** Accomplish the eSF7 for the new school year *Use the school program as a basis for inputting the teaching load.*	**a.** Verify the accuracy of the following information in the accomplished eSF7: • Personal information • Workload* **b.** Once all information is verified, the School Head shall sign and facilitate the submission of eSF7.	**a.** Submits to the SDO-SGOD-Planning Unit a copy of the accomplished and verified eSF7 in the following formats: • Excel File • Signed PDF Furnishes the SDO-Curriculum Implementation Division (CID) with a copy of the signed PDF. **b.** Submits the eSF7 database to the BHROD-SED at **bit.ly/eSF7-Submit**
*The School Head and all school personnel may refer to existing DepEd issuances on learning areas and time allotments.			

2. CONSOLIDATION OF THE eSF7 DATA (BHROD)

CENTRAL OFFICE
(BHROD-SED)

January 20 – February 28, 2025

	Monitoring of Submissions by ROs and SDOs
a. Receives eSF7 database from schools **b.** Checks the **completeness** of school submissions *In case of incomplete eSF7 data, CO shall inform the concerned school through their respective SDO for appropriate action.* *SDOs are furnished with the communication for monitoring and resubmission.* **c.** Consolidates and cleans submitted eSF7 databases	**a.** SDOs monitor the complete submission of all schools **b.** Whenever necessary, the SDOs monitor the accurate resubmission of schools with returned eSF7 **c.** For continuous improvement of school processes, the SDOs evaluate the workload distribution practices of schools based on submitted eSF7 **d.** ROs monitor complete submissions of all its SDOs

3. ANALYSIS OF eSF7 DATA AND REPORT GENERATION (BHROD)

CENTRAL OFFICE
(BHROD-SED)

March 3 – 31, 2025

a. Analyzes eSF7 data

b. Reports results of analysis

c. Provides Division-level and Regional-level reports

*DepEd field offices may utilize the reports for decision-making purposes.